

**IN-HOME SERVICES – VOLUNTARY (PSC), COURT ORDERED (PSS),  
& FAMILY PRESERVATION (PFP/PFR)**

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**IH.1. Is there a current child and family plan in the file?**

According to DCFS practice guideline 105.2, the initial case plan will be completed within 45 days of the case start date for PSS and PSC cases and 30 days for PFP/PFR cases. As per DCFS practice guideline 103.1, the case start date for home-based services is the date that a caseworker is assigned to begin work with the family. If home-based services are a result of a petition or court order, the starting date will be the date the court orders home-based services. This plan is then updated at least every six months. Check those dates to be sure a plan was in the file (or on Safe), which was current until the end of the current review period. As per DCFS practice guideline 105.1A, a child and family plan is considered complete when it is finalized in Safe On initial plans it is not considered a gap if the start date is not the same date as the court order

YES	There is a current case plan in the file.
PC	For PFP/PFR cases, the plan is completed within 15 days after the due date. For PSS/PSC cases, the plan is completed within 22 days for initial plans or 15 days for follow up plans after the due date.
NO	There is no evidence of a current case plan in the file.
NA	The case plan was not yet due at the end of the review period (put ORP in the comments section).

**IH.2. Was an initial child and family plan completed for the family within 45 days of the case start date?**

DCFS practice guideline section 105.1 requires that a child and family plan shall be developed for each family receiving home based services (PSS, PSC, PFP, PFR). According DCFS practice guideline 105.2, the initial case plan will be completed within 45 days of the case start date for PSS and PSC cases and 30 days for PFP/PFR cases. As per DCFS practice guideline 103.1, the case start date for home-based services is the date that a caseworker is assigned to begin to work with the family. If home-based services are a result of a petition or court order, the starting date will be the date the court orders home-based services. As per DCFS practice guideline 105.1A, a child and family plan is considered complete when it is finalized in Safe.

Determine the date the worker is assigned or the date services were court ordered and compare that date to the completion date of the child and family plan to determine if the plan was finalized on time. Remember PFP/PFR cases are read for the life of the case. This means the completion of the child and family plan will need to be evaluated even if it is developed outside the official review period.

YES	An initial child and family plan was completed for the family within 45 days, for PSS/PSC cases or 30 days for PFP/PFR cases, of the case start date.
PC	For PFP/PFR cases the plan is completed within 15 days after the due date. For PSS/PSC cases, the plan is completed within 22 days after the due date.
NO	There is no documentation that an initial child and family plan was completed for the family.
NA	The initial child and family plan was not due until after the current review period. The initial plan was created prior to the review period for PSS/PSC cases.

**IH.3. Were the following team members involved in the development of the current child and family plan?**

**a. the mother?**

**b. the father?**

**c. other caregiver (guardian, step-parent, kinship)?**

**d. the child/youth if developmentally appropriate? (Generally, children age 5 and over are considered able to contribute in some way.)**

DCFS Practice Guideline section 106.9 requires that the child and family plan (CFP) will be developed mutually by the child and family team through which the family can establish and meet its needs. The CFP will be complete when the worker, supervisor, and child and family team have agreed to the plan and it is finalized in SAFE. All parents shall have the opportunity to participate in the development of the CFP. Parent is defined as the mother and father **regardless of physical custody or current level of involvement in the child's life**. "Step-parent" has been defined by DCFS as a caregiver who is married to a parent and is living in the home where the child is residing or will reside. "Other caregiver" is defined as someone that has been identified as the person who will be imminently providing enduring permanency for the child, (guardian, kin,). The developmentally appropriate child means they have the ability to understand and offer **relevant contributions** to the plan. As a general guideline, children who are elementary school aged are regarded as being capable of contributing (5 or older).

Participation in planning must occur between the finalization date of the previous plan and the finalization date of the most current plan during the review period.

Yes	Documentation was located indicating that this party was involved in the development of the child and family plan. The caseworker talked to the parent face to face but they refused to participate.
No	No documentation was located that this party was involved in the development of the child and family plan.
EC	The worker documented two or more attempts to involve this party in the planning process.
NA	The child and family plan was not due by the end of the review period; or the child or family could not be located; or the child and family plan was finalized prior to the review period (PSS/PSC cases only). For a & b only: Parent is deceased; or parental rights have been terminated by the court; or the parent's whereabouts is unknown; parental involvement in the planning process is detrimental to the safety or best interest of the child and is supported by court order or the child's therapist. For c only: there is no stepparent, guardian, kin, or other caregiver. For d only: the child is younger than age 5; the child is not developmentally appropriate. Put reason in comments section.

**IH.4. Did the worker have a face-to-face contact with the child at least once during each month of this review period?**

DCFS practice guideline section 106.1 states the caseworker shall visit with each child client involved in the case. A visit is defined as a face-to-face meeting between the child and the caseworker. If the child/youth is living out of state and the Utah worker makes telephonic contact with the child/youth that is developmentally age appropriate, this can be scored “yes”.

Yes	Documentation was located that the worker had at least one face-to-face contact with the child this month. The child/youth lives out of state and the Utah worker made telephonic contact with the child/youth.
No	No documentation was located of a face-to-face contact with the child this month. The child lives out of state but there is no documentation of the Utah worker having telephonic contact with the child.
EC	The worker documented two or more attempts to visit the child this month. (Write detailed explanation in the comments section.)
NA	The child was not receiving services during this month or received services for less than 16 days of the month.

**IH.5. Did the worker have a face-to-face conversation with the child outside the presence of the parent or substitute caregiver at least once during each month of the review period?**

DCFS practice guideline section 106.1 states the caseworker shall visit with each child client involved in the case. A visit is defined as a face-to-face meeting between the child and the caseworker. The conversation must be conducted away from the parent or substitute caregiver unless the child refuses or exhibits anxiety. Siblings may be interviewed together or separately depending on the comfort level of the child and safety considerations. When the worker documents that the child is nonverbal or unable to communicate, this question can receive a “yes” answer for every month of the review period that this is documented.

Yes	The worker documented at least one face-to-face conversation with the child outside the presence of the substitute caregiver this month.
No	No documentation was located of a face-to-face conversation with the child outside the presence of the caregiver this month.
NA	The child was not receiving services this month or was receiving services for less than 16 days of the month. The child is not developmentally age appropriate. The child lives out-of-state.

**IH.6. Did the worker make a face-to-face contact with the substitute caregiver at least once during each month of the review period?**

DCFS practice guideline 106.1 states that at a minimum, the caseworker will conduct one monthly face-to-face contact with a substitute caregiver with whom the child is living. If the substitute caregiver lives out of state the Utah worker will make at least one contact with the provider during each month of the review period. This contact may be by correspondence, telephonically or electronically. If the worker documents this contact this question can receive a “yes” answer.

Yes	Documentation was located that indicated the worker had made at least one face-to-face visit with the caregiver of the child this month. If the child is placed out-of-state the Utah worker made at least one contact with the provider.
No	No documentation was located that the worker made at least one face-to-face visit with the caregiver of the child this month. The child is placed out-of-state and no documentation was located that the Utah worker made at least one contact with the provider.
EC	The worker documented two or more attempts to visit the caregiver this month. (Write detailed explanation in the comments section.)
NA	The case was not open this month or was open for less than 16 days of the month. There is no substitute caregiver for this child.

**IH.7. Did the caseworker enter the residence where the child is living at least once during each month of the review period?**

DCFS practice guideline 106.1.F states: Monthly Home Visit: The caseworker will check on the residence where the child is living and observe and document the general conditions pertaining to threats of harm, child vulnerabilities and protective capacity of the caregivers.

Yes	The worker documented at least one visit inside the residence where the child lives this month.
No	No documentation was located of a visit inside the residence this month.
EC	The worker documented at least two attempts to visit inside the residence this month.
NA	The family was not receiving services during this month or received services for less than 16 days of the month. Child/youth lives out-of-state.

**IH.8. Did the worker make a face-to-face contact with the mother of the child at least once during each month of the review period?**

DCFS practice guideline 106.1 states: Monthly caseworker contact with parent. Contact is defined as a face-to-face meeting between the parent and the caseworker. The visit must occur at least monthly. If the whereabouts of the legally recognized mother are unknown, this question can be answered “NA”. **If the mother lives out of the county where the worker’s assigned office is located, this contact may be accomplished by correspondence, telephonically, or electronically and receive a “yes” answer.** It is assumed that the whereabouts of the parent are known unless the worker specifies otherwise.

Look at the plan for inclusion of the non-present parent. Determine the involvement in the plan. If there are no goals for the non-present parent on the plan – then visitation is not required

Yes	The worker documented at least one face-to-face discussion with the mother of the child this month.
No	No documentation was located of at least one face-to-face discussion with the mother of the child this month.
EC	The worker documented two or more attempts to visit the mother this month. (Write detailed explanation in the comments section.)
NA	The case was not open during this month or was open for less than 16 days of the month. Mother is deceased. Mother’s parental rights have been terminated. Mother refuses to participate in the case. Mother’s whereabouts are unknown.



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**IH.8a. If the whereabouts of the mother are unknown, did the worker make monthly efforts to locate the mother?**

**IH.9. Did the worker make a face-to-face contact with the father of the child at least once during each month of the review period?**

DCFS practice guideline 106.1 states: Monthly caseworker contact with parent. Contact is defined as a face-to-face meeting between the parent and the caseworker. The visit must occur at least monthly. If the whereabouts of the legally recognized father are unknown this question can be answered “NA”. **If the father lives out of the county where the worker’ assigned office is located, this contact may be accomplished by correspondence, telephonically, or electronically and receive a “yes” answer.** It is assumed that the whereabouts of the parent are known unless the worker specifies otherwise.

Look at the plan for inclusion of the non-present parent. Determine the involvement in the plan. If there are no goals for the non-present parent on the plan – then visitation is not required.

Yes	The worker documented at least one face-to-face discussion with the father of the child this month.
No	No documentation was located of a face-to-face discussion with the father of the child this month.
EC	The worker documented two or more attempts to visit the father this month (Write detailed explanation in the comments section.)
NA	The case was not open during this month or was open for less than 16 days of the month. Father is deceased. Father’s parental rights have been terminated. Father’s whereabouts are unknown. Father refuses to participate in the case.

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**IH.9a. If the whereabouts of the father are unknown, did the worker make monthly efforts to locate the father?**